

Endcliffe Orchestra tea and coffee sign-up sheet

(any questions see Anne Leroux in the violas)

Date	Helpers
5th January	Violas -
12th January	1 st Violins - Jo Jarvis, Sarah Briggs
19th January	2 nd Violins - Zoë and Jenny
26th January	Cellos and Basses - Jo and Helen M
2nd February	Flutes and Clarinets
9th February	Trumpets and trombones -
Half term break	
23rd February	Violas -
2nd March	1 st Violins -
9th March	Sectionals - organise own refreshments
16th March	2 nd Violins -
23rd March	Oboes and Bassoons

Here's what to do:

1. Check the box the week before your date to see if there is enough coffee, tea bags and sugar.
2. On the night bring milk, biscuits and any other supplies needed (use money in the pot to reimburse expenses)
3. Put the boiler on approximately 10 minutes before the break, or before rehearsal starts.
4. 5 minutes before the break starts, leave the rehearsal to make a pot of tea and coffee. Put out the donations pot (this should be in the tea and coffee box). Also, set out the biscuits on plates and place them, with the milk and sugar, on a table in the room to the left of the kitchen (as you stand facing the hatch).
5. Encourage people to drink up and clear up 5 minutes before the end of break.

Remember to turn the boiler off.